

**CHESTERFIELD COUNTY
PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA
(804) 748-1617
April 21, 2011**



INVITATION FOR BID #11-0192

REQUIREMENTS CONTRACT FOR
ART AND CRAFT SUPPLIES AND ART PAPER

DUE: 2:30 PM, May 5, 2011

*Invitation For Bid Prepared By
Delores B. Ingram, CPPB, VCO
Senior Contract Officer
Purchasing Department
www.chesterfield.gov/purchasing*

**CHESTERFIELD COUNTY PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS
IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID**

1. SUBMISSION AND RECEIPT OF BIDS:

- a. Sealed bids shall be received until, but no later than the specified time and date of opening as designated in the invitation. Late bids shall be rejected. **Bids, to include addenda or changes to a response, shall not be accepted via a FAX machine or by Internet E-mail.**
- b. In the event Chesterfield County government offices are not operating under normal staffing levels or if the location for bid submission, bid opening or a pre-bid conference is inaccessible due to inclement weather or other emergency situations at the published time, the bid submission, bid opening or pre-bid conference will default to the next regular business day at the same time.
- c. All bids shall be signed on the Terms and Signature Sheet in order to be considered. Bids submitted without a signature shall be rejected. If the Bidder is a partnership or corporation, the Bidder shall show the title of the individual signing the bid, and if the individual is not an officer of the partnership or corporation, if requested, the Bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
- d. **Only when specifically requested in the bid documents** shall each bid be accompanied by a bid bond with surety satisfactory to the County Attorney or a Cashier's or a Certified Check, made payable to the Treasurer, Chesterfield County. In the event of default by the Bidder, the deposit shall be and represent liquidated damages to the County. Bids received without a bid bond, when specifically requested, shall be rejected.
- e. Bids concerning separate bid invitations are not to be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
- f. Unless otherwise specified, Bidders are to use the bid form furnished by the County.
- g. No bid shall be altered or amended after the specified time for opening.

2. **AMENDING BIDS:** Amending or withdrawing bids by a potential bidder prior to bid opening: A potential bidder may amend and/or withdraw a bid before the due date and time set for receipt of bids. All requests from a potential bidder to return their bid shall be in writing, addressed to the Purchasing Department, and signed by a person authorized to represent the person or firm that submitted the bid. The potential bidder may be contacted by telephone to verify the authorization of the return request and the signature involved if there is doubt as to the documents authenticity. All amendments/alterations to the bid are to be initialed by an individual authorized to represent the person or firm that submitted the bid.

3. WITHDRAWAL OF BIDS:

Withdrawal: Construction (Code of Virginia 2.2-4330)

- a. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of a bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in Section 2.2-4330(A)(i), *Code of Virginia*, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure. Any withdrawal request made to the Director of Purchasing must be accompanied by bidder's original work papers, or such request will be rejected. In order for work papers, documents and materials submitted pursuant to this section to be deemed a trade secret or proprietary information pursuant to *Code of Virginia*, subdivision F of 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342-F is necessary.

Withdrawal: (other than construction)

- b. A bidder for a public contract may request withdrawal of his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may request withdrawal of his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers documents and materials used in the preparation of the bid sought to be withdrawn. In order for work papers, documents and materials submitted with the notice of withdrawal to be deemed a trade secret or proprietary information pursuant to *Code of Virginia*, subdivision F of 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342-F is necessary.

4. DENIAL OF WITHDRAWAL OF BID: (*Code of Virginia 2.2-4330*)

If the County denies the withdrawal of a bid, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.

5. MISTAKES IN BIDS

- a. Mistakes discovered following bid opening but prior to award: If there is a significant and obvious disparity between the prices of the lowest apparent responsive bidder and other bidders, the low bidder may be contacted by the purchasing authority to confirm the bid price. This does not relieve a bidder from the responsibility for the submission of a correct bid. If the bidder then alleges a mistake in the bid and can provide clear and convincing evidence that supports the existence of a clerical error to the satisfaction of the purchasing authority, the bid may be withdrawn only after approval by the County.
- b. Mistakes discovered after award: Bids containing mistakes by bidders shall not be withdrawn after award of a contract or issuance of a purchase order.

6. PRICING:

- a. Bidder warrants by virtue of bidding that prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the County or Bidder.
- b. Prices should be stated in units of quantity as specified in the bid form. In case of error in extension of prices in the bid, the unit price shall govern.
- c. When a bid is for goods and/or services to be delivered on a one time only or staggered basis, only firm pricing shall be given consideration. General terms such as "price in effect at time of delivery" shall not be considered for award.

7. **PERFORMANCE AND PAYMENT BOND:** When requested in the bid, the County shall require the successful bidder to furnish a performance bond and labor and material payment bond with surety satisfactory to the County Attorney in the amount of the contract price at the time of or prior to execution of the contract. If bonds are requested in the bid, the successful Bidder shall pay the cost thereof; if not specified, the successful Bidder, when requested to do so, shall secure the bonds and the County shall pay the cost thereof.
8. **DELIVERY POINT AND TERMS:** All items shall be delivered F.O.B. destination, and freight, delivery costs, and incidental charges shall be included in the bid price(s). Failure to do so may be cause for not making award to a Bidder. The Bidder shall assume all liability and responsibility for the delivery of merchandise in good condition to the specified delivery location(s).
9. **INVOICES:** Invoices for items ordered and delivered shall be submitted by the contractor in accordance with the "Send Invoice To" address shown on the purchase order. All invoices shall show the purchase order number, the name of the person placing the order, the item description, stock number, and contract price as applicable. The County's obligation to pay amounts due under the contract shall be contingent upon receipt by it of invoices in sufficient detail to permit identification of the items as described in the specifications.
10. **PAYMENT TERMS:** If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County.
11. **FINANCE CHARGES:** Finance charges imposed by the vendor on any invoice shall not be paid by the County.
12. **USE OF BRAND NAMES/SUBSTITUTIONS:** Unless otherwise specified in the invitation to bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality desired, and any product which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

In requesting a proposed substitution, the bidder shall submit with the bid form the name of the manufacturer, model number, and complete specifications on the proposed substitution for evaluation by the County. The bidder shall submit, with the bid form, a detailed list of any deviations from these specifications, written or implied. The bidder assumes responsibility for all changes in the work required as a result of the proposed substitution, including any change not listed in the request, but determined by the County to be necessary at a later point of progress in the work.

It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The County's failure to object to a manufacturer shall not constitute a waiver of any of the requirements of the contract documents, and all products furnished by the listed manufacturer must conform to such requirements. The County's decision of approval or disapproval of a proposed substitution shall be final.
13. **QUALITY:** All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new. Unless otherwise specified in bid, products bid must be new, the latest model, the best quality, and the highest grade workmanship.
14. **ACCEPTANCE OF MATERIAL:** The goods and/or services delivered as a result of this bid shall remain the property of the seller until a physical inspection is made, and thereafter accepted to the satisfaction of the County. In the event the goods and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon notice (verbal or in writing) to the seller and return goods to seller at the seller's expense.
15. **COPYRIGHTS OR PATENT RIGHTS:** The bidder certifies by submission of bid that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this bid. The successful bidder shall, at his own expense, defend any and all actions or suits charging such

infringement, and will save Chesterfield County, its officers, employees, and agents harmless from any and all liability, loss, or expense incurred by any such violation.

16. **SAMPLES:** Evidence in the form of samples may be requested if brand being quoted upon is other than as specified. The County reserves the right to request that such samples be furnished at the time of bid opening. The County also reserves the right to request samples after the date of bid opening. Requested samples shall be furnished free of expense to the County and if not used in testing or destroyed, will, upon request at the time of submission of sample, be returned at the bidder's expense.
17. **TAXES:** Chesterfield County is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by Chesterfield County for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by Chesterfield County on materials and supplies that are installed by a contractor and become a part of real property. Contractors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
18. **LICENSES, PERMITS, AND FEES:** All bids submitted shall have included in price the cost of any business and professional licenses, permits, or fees required by Chesterfield County or the Commonwealth of Virginia.
19. **SIGNED BID CONSIDERED AN OFFER:** This signed bid shall be considered an offer on the part of the bidder and shall be deemed accepted upon approval by Chesterfield County. In case of default by the successful bidder, or failure to deliver the goods and/or services ordered by the time specified, the County may terminate the purchase order and/or contract, and after due notice (verbal or in writing) may procure them from other sources and hold the defaulting bidder liable for any resulting additional cost.
20. **QUALITY EXPECTATION STATEMENT:** Chesterfield County, through its "Total Quality Improvement" initiative, is a recognized leader in providing quality products and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, products and services. In the spirit of the County's total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide all work, services and products with a target of "zero defects - zero rework".
21. **FACTORS OTHER THAN PRICE IN AWARD DECISION:** The following factors in addition to price (as they apply) shall be a consideration in the award decision:
 - a. The ability to provide references which may substantiate past work performance and experience in the type of work required for the contract. The lowest responsive bidder(s) may be required to furnish a contractor qualifications statement, to include references, prior to any such award. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the County, a bidder is determined to be non responsible as a result of any investigation conducted by or for the County, award will not be made to that bidder.
 - b. The quality of performance/workmanship of previous contracts for goods and/or services delivered to or performed for the County.
 - c. The timely completion of previous contracts for services or the timely delivery of past orders for goods.
 - d. The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.
 - e. The County reserves the right, at its option, to conduct on-site inspections of any bidder's facilities prior to award. The results of any such inspection will be considered by the County in determining bidder's capabilities of successfully administering the contract.

- f. The ability and availability of the bidder to provide both quality and timely maintenance, service, and/or parts.
- g. The resale value, life cycle costing and value analysis of a product.
- h. The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the goods and/or services.
- i. Timely delivery of goods or timely completion of services as stated by bidder.
- j. Substantial compliance or noncompliance with specifications set forth in bid as determined by the County.
- k. Inventory capability as it relates to a particular bid.
- l. Results of product testing.

22. **STATE REGISTRATION OF CONTRACTORS (IF APPLICABLE):** Attention is directed to Chapter 11, Title 54.1 of the *Code of Virginia* (Re: State registration of contractors when applicable), which requires that all bidders shall show evidence of the proper license under the provision of this chapter before such bid is considered.
23. **ADDENDA:** Any changes or supplemental instructions to this Invitation for Bid shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at www.chesterfield.gov/purchasing. Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided within the Pricing Schedule or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents.
24. **PROPRIETARY INFORMATION:** Section 2.2-4342-F of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." Bids/proposals not in compliance with section 2.2-4342F will be subject to disclosure.
25. **GOVERNING LAW:** Any contract resulting from this Invitation to Bid shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia, excepting the law governing conflicts of laws. Any dispute arising out of this Contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for Chesterfield County.
26. **TIE BIDS:** In the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no County or Commonwealth choice is available, the tie shall be decided by lot.
27. **NONASSIGNMENT:** Parties to any resulting contract shall not assign the contract without written consent of the other(s). If any party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the contract.
28. **MODIFICATION:** The resulting contract shall not be amended, modified, or otherwise changed except by the written consent of the Contractor and the County given in the same manner and form as the original signing of the Contract.
29. **AUDIT OF VENDOR RECORDS:** The County reserves the right to audit all vendor records in contracts where payments are based on contractor's records of time, salaries, materials, or actual expense.
30. **NEGOTIATION:** If the bid from the lowest responsible bidder exceeds available funds, the County may negotiate with

the low bidder to obtain a contract price within available funds.

31. **SECTION 2.2-4311 CODE OF VIRGINIA:** Every contract for goods or services over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor shall include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

32. **APPROPRIATION OF FUNDS:** The continuation of the terms, conditions, and provisions of any resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by the Chesterfield County Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year.

33. **SCHOOL BOARD:** When goods and/or services are for the benefit of Chesterfield County Schools, the contract shall be entered into on behalf of the Chesterfield County School Board.

34. **REQUIREMENTS CONTRACTS:**

- a. Whenever a bid is sought seeking a source of supply for a requirements contract for goods and/or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by Chesterfield County as to any minimum or total amount that may or may not be purchased from any resulting contracts.
- b. The County reserves the right, at its sole option, to renew the contract for consecutive terms.
- c. The County reserves the right to award bids for requirements contracts based on the pricing of the initial term of the contract or any combination of initial and renewal terms.
- d. The County may award a bid to a single contractor or to multiple contractors.
- e. The County reserves the right not to renew the contract at the end of the initial term or any subsequent term.
- f. The County reserves the right to terminate the contract upon written notice to the contractor(s).
- g. In the event that a requirements contract is awarded for goods and/or services, the County reserves the right to bid individual bulk purchases if the County deems it will best serve their interest.
- h. It is understood and agreed to between the parties in a resulting contract that Chesterfield County shall not be obligated to purchase or pay for materials under such contract unless and until they are ordered and delivered.
- i. Bids based on a firm price or those including a "downward escalator" clause for a requirements contract term may

be given preference over lower ones bearing an "escalator" clause.

- j. The County has the right to extend this contract up to and not to exceed one hundred eighty (180) days following any term of the contract.

35. **SECTION 2.2-4312 CODE OF VIRGINIA - DRUG FREE WORKPLACE**

During the performance of this contract, the contractor agrees to:

- a. Provide a drug-free workplace for the contractor's employees
- b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition
- c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
- d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 36. **ENVIRONMENTAL MANAGEMENT:** Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations, if any. Additionally, the Contractor must meet all Chesterfield County Environmental Management System (EMS) requirements. For questions or additional information, contact the Office of Environmental Management at (804)717-6531.

- 37. **SECTION 2.2-4343.1 CODE OF VIRGINIA:** Chesterfield County does not discriminate against faith-based organizations.

- 38. **COOPERATIVE PROCUREMENT (Use of contracts by other public bodies):** This procurement is being conducted by Chesterfield County in accordance with the provisions of 2.2-4304 *CODE OF VIRGINIA*. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. Chesterfield County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield Contract. Chesterfield County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.

- 39. **CONTRACTOR BACKGROUND CHECKS:** In order to preserve the integrity and security of county government operations, contract workers may be required to undergo a criminal background check conducted by Chesterfield County. The County will conduct these checks for any worker it believes will have unsupervised access to County designated Security Sensitive areas. Contract workers providing goods, services or construction in these designated areas are required to confine themselves to the area of the work. Based on the results of the background check, the contract worker may be disqualified from providing work/services for Chesterfield County.

- 40. **SENSITIVE INFORMATION HANDLING:** Any information in the possession of the county/schools which is specific to a student, citizen, county/school business function, private business entity or other government entity which is not generally available to the public shall be designated Sensitive Information. Contract workers will under no

circumstances remove Sensitive Information from county facilities. Any Sensitive Information which must reside temporarily on a hard drive or portable storage device (USB Key, CD ROM, memory card, etc.) for processing must remain within the county facility. No Sensitive Information may be remotely accessed by contract workers by dial in, VPN, web interface or other means without expressed consent of the department head and the Information Security Manager (county) or Director of Technology (schools). Any access to county/schools information by contract workers from outside the county intranet shall be in accordance with existing Information Systems Technology (IST)/Chesterfield County Public Schools (CCPS) Technology department security policies and procedures. Contract worker network connected computer equipment will be subject to all applicable IST/CCPS policies and procedures. Any exception to this application of policies shall be approved by the CCPS Department of Technology/county Information Security Manager and Chief Information Officer or designees.

41. **PRECEDENCE OF TERMS AND CONDITIONS:** Any and all Special Terms and Conditions contained in this Invitation for Bid that may be in variance or conflict with these General Terms, Conditions, and Instructions shall have precedence over these General Terms, Conditions, and Instructions. If no changes or deletions to General Terms, Conditions, and Instructions are made in the Special Terms and Conditions, then the General Terms, Conditions, and Instructions shall prevail in their entirety.
42. **VENDOR REWARDS/GIFT PROGRAMS:** It is the policy of the County not to participate in any rewards programs offered by vendors and not to accept any gifts or gift cards, or other rewards from vendors for purchases made by the County. If you customarily provide, or if you plan to provide, rewards programs, gifts or gift cards, or other rewards to your customers for purchases made by such customers, you must identify this fact in your bid and demonstrate in the bid how you have applied the value of such rewards to a reduction in the price of the goods and/or services being offered to the County.
43. **SECTION 2.2-4311.1 CODE OF VIRGINIA – ILLEGAL ALIENS:** The Contractor agrees that he does not, and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Revised: January 3, 2011

CHESTERFIELD COUNTY PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA 23832-0001
(804) 748-1617

IFB Prepared By:

Invitation for Bid Number:

**Delores B. Ingram, CPPB, VCO
Senior Contract Officer**

11-0192

April 21, 2011

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Purchasing Department, 9842 Lori Road, Suite 101 (Court Square), Chesterfield, Virginia 23832-0001, until, but no later than **2:30 p.m.** Local Time Prevailing, **May 5, 2011** and then publicly opened and read aloud for **Requirements Contract for Art and Craft Supplies and Art Paper for Chesterfield County Schools and Chesterfield County.**

If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department (804) 748-1617, three working days prior to need.

To be considered, your bid must be submitted on a copy of this Invitation for Bid. Bidders shall sign this form in the space provided on the Terms and Signature Sheet and return bid documents to: Chesterfield County Purchasing Department, 9842 Lori Road, Suite 101 (Court Square), Chesterfield, Virginia 23832-0001. **Mark outside of your envelope with Invitation for Bid #11-0192 and opening date of bid.**

Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list.**

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to bid.

For information pertaining to the bid tabulation and decision to award and/or award on this procurement transaction, bidders may access public notification electronically at www.chesterfield.gov/purchasing.

COMMITMENT TO DIVERSITY AND CHESTERFIELD BUSINESSES

Chesterfield County is a growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status. The county is committed to increasing the opportunities for participation of minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all Invitations for Bids and Requests for Proposals. In addition, the county strongly encourages each contractor and/or supplier with which the county contracts to actively solicit minority-owned businesses, women-owned businesses, and businesses located in the county as subcontractors/suppliers for their projects.

Upon award/completion of work, the County will require the contractor to furnish data regarding subcontractor/supplier activity with Minority-Owned Businesses (MOB), Women-Owned Businesses (WOB), and Chesterfield Businesses (CB) on a Certification of Subcontractor/Supplier Activity form. The form will be provided to the contractor by the Purchasing Department. This information will enable the County to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

DEFINITIONS:

Women-Owned Business (WOB) - a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (*Code of Virginia 2.2-4310*)

Minority-Owned Business (MOB) – a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. (*Code of Virginia 2.2-4310*)

Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

PURPOSE

The purpose of this Invitation for Bid is to establish a requirements contract for providing Art and Craft Supplies and Art Paper for Chesterfield County Schools and Chesterfield County.

This Invitation for bid is prepared in two parts. Part I is for miscellaneous art and craft supplies and art paper, for which exact pricing shall be quoted. This category is being listed separately due to the high volume purchased and stocked in the County's School Board Warehouse.

Part II provides for a discount off pricing in bidder's current art and craft supply catalogs. This will cover miscellaneous purchases of additional art and craft supply items for individual schools, the school board's warehouse and any other County agency.

Additional schools or agencies, which may be built or formed during any term of the resulting contract(s) shall have full utilization of the contract(s).

TERM OF CONTRACT

The initial term of this contract shall become effective from June 1, 2011 through May 31, 2012.

RENEWAL OF CONTRACT

The County reserves the right, at its sole option, to renew the contract for four (4) successive 1 year terms under the terms and conditions of the original contract except as noted below. Upon determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

Part I – Lots 1-3 – Miscellaneous Art and Craft Supplies:

1. If the County elects to exercise the option to renew the contract for an additional 1 year period, the contract price(s) for the additional term shall not exceed the contract price(s) of the original contract increased by more than the percentage increase of Table 6 – Producer price indexes and percent changes for commodity and service groupings and individual items, not seasonally adjusted – Artists' equipment and supplies Commodity Code 1595-0303 of the Producer Price Index (PPI) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/ppi>.

2. If during any subsequent renewal periods, the County elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increase of the Table 6 – Producer price indexes and percent changes for commodity and service groupings and individual items, not seasonally adjusted – Artists' equipment and supplies Commodity Code 1595-0303 of the Producer Price Index (PPI) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/ppi>.

Price Escalation/De-Escalation - Part I – Lot 4 – Art Paper.

Price adjustments may be permitted for changes in the contractor's cost of materials. The Producer's Price Index (PPI) Table 6 Producer price indexes and percent changes for commodity and service groupings and individual items, not seasonally adjusted – Paper – Commodity Code 0913 of the Producer Price Index (PPI) of the United States Bureau of Labor Statistics for the latest 90 day period which statistics are available will be used as a guideline for determining allowable changes in price. No price increase will be authorized for 90 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 90 day period thereafter. All instances of price adjustment require

verification by and to the satisfaction of the contract officer. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.

Contractor shall give not less than 30 calendar days advance notice of any price increase to the Purchasing Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 calendar day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount of percentage of increase which is being passed on to the Contractor by the Contractor's supplier(s).

The Contractor shall fill all purchase orders received prior to the effective date of an approved price adjustment at the old contract price. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the County.

SPECIAL TERMS AND CONDITIONS

Inquiries

Any questions which may arise as a result of this solicitation may be addressed to Delores B. Ingram, CPPB, VCO, Senior Contract Officer, at (804) 748-1930, or by email to purchasing@chesterfield.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder/offeror concerning this solicitation with any other County representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder/offeror from this transaction.

Renegotiation of Contract

The County reserves the right, at any time during the contract term or any extension of the term, to renegotiate with the contractor a reduction in the compensation paid to the contractor that is less than the compensation initially agreed to by the contractor and the County at the time of contract execution. The County may initiate such negotiations whenever the County determines that it is in the County's best fiscal interests to do so. Notwithstanding any other provision of the contract, the County may terminate the contract immediately and without penalty if the County is unable to renegotiate the compensation with the contractor to an amount which the County determines to be appropriate.

Invoices and Billing

Original invoices shall be submitted by the Contractor and shall issue separate monthly invoices for each customer location.

All invoices shall show the Purchase Order Number and contract prices as applicable.

A credit shall be issued for incorrect invoices submitted and a corrected invoice shall be issued.

County obligation to pay amounts due under the contract shall be contingent upon receipt of invoices in sufficient detail to permit identification of the items.

Delivery

Deliveries shall be in quantities at time of the order.

Repeated delayed or partial deliveries may be interpreted as failure to meet contractual obligations and

may be cause for cancellation of the contract.

Deliveries to the individual schools or county departments require inside delivery during normal working hours.

Deliveries for the school warehouse shall be made to the School Board Warehouse Services, 6603 Public Works Ct., Chesterfield, VA 23832. Tailgate delivery is acceptable from 7:00 A.M. to 3:00 P.M., Monday through Friday, and from 7:00 A.M. to 4:30 P.M., Monday through Thursday for the summer months, holidays are excluded.

Quantities

Quantities listed in the Pricing Schedule **Part I** are estimates of anticipated usage for the initial term of the contract. The County retains the option to increase or decrease quantities based upon actual usage. Chesterfield County does not guarantee the purchase of any specific minimum quantities during the term of this agreement.

Samples

For items bid other than specified, a sample may be required for evaluation by the School Board Warehouse Services. Samples shall be provided, at no additional cost, to the School Board Warehouse Services within seven (7) calendar days of notification.

Upon award of the contract, the contractor may be required to furnish a sample of each item awarded at no charge to the County. Such samples will be retained by the Chesterfield County School Board Warehouse Services for comparison with items delivered under the resulting contract. All items delivered and not conforming in every way to the sample approved shall be rejected. Upon notification by the County, items meeting requirements shall be furnished at no additional cost to the County within five (5) working days. Rejected items shall also be removed within five (5) working days at the Contractor's expense.

Upon termination of the contract, the contractor will have thirty (30) calendar days to exercise their right to pick up sample items which were provided to the County at the beginning of the contract. In the event the contractor does not pick up the samples, they will become the property of the County.

Return Policy

All bidders shall state their policy on the return of goods in the space allowed in the Pricing Schedule of this IFB.

Defective Product

The contractor(s) shall be responsible for the pick up of any defective products and upon notifications of a defective item, shall replace with the same (at no additional charge to the County and or School Board). Upon such notification shall immediately ship the new product and not wait for the defective product return.

Material Safety Data Sheets

It will be the responsibility of the contractor(s) to furnish material safety data sheets (MSDS) as applicable, and to insure all containers are labeled in accordance with the Virginia Hazard Communications Standard.

Special Educational or Promotional Discounts

The contractor shall extend any special educational or promotional sale prices or discounts immediately to Chesterfield County Schools and Chesterfield County during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

Insurance

The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a Certificate of Insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the bid.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the County and Chesterfield County Public Schools, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting from any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

The Contractor shall maintain during the initial term and any additional terms of this contract the following coverage and minimum limits, with insurance companies with no less than a financial strength rating of "A" and a financial size category of no less than "VII" as determined by A.M. Best Company:

OPTION I (Direct ship from the manufacturer by common carrier)

The following insurance requirement is the minimum that will be acceptable:

- a. Commercial General Liability** - \$1,000,000 Combined Single Limit per occurrence

OPTION 2 (Delivery in a bidder owned vehicle)

The following insurance requirements are the minimum that will be acceptable:

- a. Commercial General Liability** - \$1,000,000 Combined Single Limit per occurrence
- b. Automobile Liability** - \$1,000,000 Combined Single Limit per occurrence
- c. Workers' Compensation** - Virginia Statutory limits
- d. Employers' Liability** - \$100,000 each accident, each disease

The insurance certificate must state that the Commercial General Liability policy names Chesterfield County and Chesterfield County Public Schools as an additional insured. This requirement may be met by placing the following language on the Certificate. Many certificates have a space headed "OTHER" where the language may be inserted as follows:

Chesterfield County and Chesterfield County Public Schools is additional insured or that Chesterfield County and Chesterfield County Public Schools is additional insured with respect to General Liability.

The insurance certificate must also contain a required statement concerning notice of cancellation or other change in coverage. The statement used on some certificate forms is not acceptable. The statement, which is required by the contract documents, shall read as follows:

Such certificate shall provide that in the event of the cancellation of the policy or policies listed on such certificate, not less than 30 days notice in writing shall be given to the County.

The cancellation clause shall be modified by striking the words 'endeavor to' in the second line and by striking the clause reading 'but failure to mail such notice shall impose no obligation or liability of any kind upon the company.'

OR in lieu of modifying the cancellation clause,

Chesterfield County and Chesterfield County Public Schools may be listed an additional insured as an endorsement to the policy or by endorsement to the policy the insurer will provide 30 day cancellation notice to Chesterfield County. The endorsement should be on a separate form and attached to the certificate.

The Certificate Holder should be listed as:

Chesterfield County
c/o Purchasing Department
P. O. Box 51, Chesterfield, VA 23832-0001
IFB No. 11-0192

Certificate of Insurance must have an authorized signature.

PRICE LIST/CATALOG DISTRIBUTION

Contractors shall be responsible for distributing price list(s) and applicable catalogs and/or updates or additions thereto to all County/School Departments, as requested. The price list(s) and catalog(s) must be appropriately labeled with the discount to be applied, length of time that the catalog and price list(s) is in force, contract conditions, i.e., sections of the catalog covered by the contract, restocking fees, freight and/or inside delivery requirements and any other pertinent data. Any cost associated with this requirement shall be the responsibility of the contractor.

PRICING

This Invitation for Bid requires bidders to submit pricing on individual items and submit pricing in the form of a minimum percentage discount from the bidder's current published catalog/price list in effect.

PART I shall be based on exact pricing of miscellaneous art and craft supplies and art paper. The bulk of the paper, art and craft supplies are ordered and stocked in the warehouse for the School Board. Pricing shall remain firm for each contract term.

PART II of this bid requires a percentage discount off pricing in bidder's current art and craft supply catalog/price list or a price list with firm pricing for those items not specifically listed within this bid. The offered minimum percentage discount or price list with firm pricing must apply to all unit levels such as each, set, case, dozen, gross, etc. Although the price list in effect may vary during a contract term, the fixed percentage shall remain firm for the entire term of the contract, to include each renewal term. Price lists with firm pricing shall be in effect for the entire term of the contract's first year. Renewals of these items shall be in accordance with the County's renewal terms.

It is the contractor's responsibility to provide the Purchasing Department, Chesterfield County Schools and Departments with the up-to-date price lists against which minimum discounts are to be applied or up-to-date firm price lists, as applicable. A list of school locations is included.

Should any items be excluded or differ from the discount offered, it shall be stated in the bid.

One (1) copy of the current catalog/price list shall be submitted with the bid.

SPECIFICATIONS

The name of a certain brand, make or manufacturer shall not restrict bidders as to the specific brand, make or manufacturer and shall be deemed to convey the general style, type, character and quality of the item desired. Any item that the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended shall be accepted.

The following items are based on products by various manufacturers and are intended to define the level of quality and performance of the requested products and not to be restrictive. Products offered shall be of equivalent dimensions, quality and performance. Bidders offering other products shall submit, with their bids, an itemized comparison with this specification documenting equivalence for dimensions, quality and performance. The offered products shall provide the following or equivalent features as noted hereinafter.

PART I – LOT 1: MISCELLANEOUS ART AND CRAFT SUPPLIES: Water Color Sets and Refills, Paints, Markers, Acrylic Colors, Brushes, Chalk and Crayons

Each line of this section shall be completed. Circle the Y or provide clear detailed information if your response is not Yes (Y).

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 1A: Semi-Moist Oval Pan Water Color Sets and Refills, Dixon Prang or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
8 Color Semi-moist Oval Water Color Set contains Black, Red, Orange, Yellow, Green, Blue, Violet and Brown.	Y
Taklon hair brush included.	Y
Individual pans encased in plastic for easy replacement of refills.	Y
Divided lid for mixing.	Y
Individual Oval Pans are 1" x 1 ¼".	Y
Color Sets – 6 sets/pack; 72/sets/case	Y
Individual Color Refills – 6 ovals/box; 12 boxes/case	Y

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 1B: Finger Paints, Washable, 16 oz. Plastic Jar, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
No chip, flake or bleed-through formula.	Y
Plastic squeeze bottle with air-tight, flip-top lid.	Y
Freeze-thaw stable.	Y
Non-separating.	Y

Lot 1C: Washable Paints, 16 oz. Plastic Squeeze Bottle, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
No chip, flake or bleed-through formula.	Y
Freeze-thaw stable.	Y
Non-separating.	Y

Lot 1D: Premier Tempera Paints, 16 oz. Plastic Squeeze Bottle, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
No chip, flake or bleed-through formula.	Y
Plastic translucent squeeze bottle with air-tight, flip-top sealed cap.	Y
Creamy consistency, highly opaque, intense, uniformly blended pigments formulated to dry to a matte finish.	Y
Freeze-thaw stable.	Y
Water soluble, resin-based, non-separating.	Y

Lot 1E: Acrylic Paints, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
Water soluble when wet, dries to a permanent paint film.	Y
Plastic translucent squeeze bottle with air-tight, flip-top sealed cap for dispensing through an orifice of .25".	Y
Uniformly blended pigments that dry to a matte finish.	Y
Can be diluted for applications such as airbrushing and marbling.	Y

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 1F: Markers, Washable, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236 and meets performance standard ANSI Z356.5.	Y
Water-based, polypropylene barrel, size – 5 ½" x 3/8".	Y
No bleed-through formula.	Y
Color of ink identified by Cap and color name printed on barrel.	Y
Extended and ventilated cap for safety, durable nib secured in barrel.	Y
8 Classic Colors – Black, Brown, Blue, Green, Orange, Red, Violet and Yellow.	Y

Lot 1G: Brushes, Crayola® or equal:	
Watercolor Painting:	Y
• Short Black Wood Handle.	Y
• Camel Hair Blend only – No Pony Hair	Y
• Round Head.	Y
Oil and Easel Painting:	Y
• Black Bristle Easel – Tempera Brushes.	Y
• Flat Head. Tin Ferrule.	Y
• Black Bristle Hair.	Y
• Plain Wood Tapered Handle approximately 9 ¼" long.	Y

Lot 1H: Chalk, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
Anti-Dust®/An-Du-Septic® Chalk.	Y
Stick Size - 3 3/16" x 3/8".	Y
Peggable Tuck Box.	Y

Lot 1I: Crayons, Crayola® or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
Wax Molded Crayons, 3 5/8" x 5/16".	Y
Uniformly blended ingredients to prevent streaking, slough or pile.	Y
Double wrapped with color name on the label.	Y
Breaking strength – minimum of 3 lbs. barrel and 2.75 lbs. point.	Y
8 Count Tuck Box – Red, Orange, Yellow, Blue, Green, Violet, Brown and Black.	Y
24 count Tuck Box – Red, Orange, Yellow, Blue, Green, Violet, Brown, Black, Blue-Green, Blue-Violet, Carnation Pink, Red-Orange, Red-Violet, White, Yellow-Green, Yellow-Orange, Gray, Scarlet, Green-Yellow, Apricot, Dandelion, Indigo, Cerulean and Violet-Red.	Y

PART 1 – LOT 2: MISCELLANEOUS ART AND CRAFT SUPPLIES: Glue

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 2: Glue, Elmers® Glue-All or equal:	
Non-toxic, AP Seal, conforms to ASTM Standard D-4236.	Y
4 oz. and 7 5/8 oz. Squeeze bottles and Gallons.	Y
Non staining.	Y
Dries fast and clear.	Y
Glues wood, paper, cloth and all porous materials.	Y

PART 1 – LOT 3: MISCELLANEOUS ART AND CRAFT SUPPLIES: Tape

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 3: Tape, Masking, Scotch®, 3M Highland™ 2307 or equal:	
Meets requirements of ASTM Standard D6123/D6123M-97.	Y
Natural colored crepe paper backing with rubber adhesive.	Y
Easy tear and sliver resistant.	Y
Good paint hold-out that resists bleed-through.	Y
Controlled unwind.	Y
Tape Thickness: 5.2 mils (0.13mm).	Y
Tensile Strength: 23 lbs/inch width (403 N/100mm).	Y

PART I – LOT 4: ART PAPER

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 4A: Paper, Kraft, Colored, APC or equal.	
Lightweight Duo-Finish® Kraft Paper. Smooth on one side for fine line drawing, felt pen or finger painting. Other side for chalk, tempera, acrylic or watercolor paints.	Y
Recyclable.	Y
40 lb. basis.	Y
Roll Size - 36" x 1000'. Individual roll per case.	Y

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 4B1-4B3: Paper, Construction, Roselle or equal:	
Bright colors, all-purpose, high bulk, high strength, smooth textured heavyweight groundwood construction paper that cuts clean and folds evenly; uses a chemically free pulping process, film wrapped.	Y
Recyclable.	Y
76 lb. basis.	Y
Size - 9" x 12"	Y
Packaged - 50 sheets/package; 50 packages/case	Y
76 lb. basis.	Y
Size - 12" x 18"	Y
50 sheets/package; 25 packages/case	Y
80 lb. basis.	Y
Size - 18" x 24"	Y
50 sheets/package; 15 packages/case	Y

Lot 4C: Paper, Drawing, Manila, APC or equal:	
Cream Manila, texture good for beginning drawing and sketching. Use crayon, charcoal, pencil and tempera paints.	Y
Recyclable.	Y
50 lb. basis Standard Weight	Y
Size - 9" x 12"	Y
500 sheets/ream; 8 reams/case	Y
50 lb. basis Standard Weight	Y
12" x 18"	Y
500 sheets/ream; 4 reams/case	Y
50 lb. basis Standard Weight	Y
18" x 24"	Y
500 sheets/ream; 1 ream/case	Y

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 4D: Paper, Drawing, Sulphite, APC or equal:	
Multipurpose bright white drawing paper. Accepts all types of dry media. Excellent tooth and retention.	Y
Recyclable.	Y
70 lb. basis Premium Weight	Y
Size - 9" x 12"	Y
500 sheets/ream; 8 reams/case	Y
70 lb. basis Premium Weight	Y
Size - 12" x 18"	Y
500 sheets/ream; 3 reams/case	Y
70 lb. basis Premium Weight	Y
Size - 18" x 24"	Y
500 sheets/ream; 1 ream/case	Y

Lot 4E: Paper, Drawing, Newsprint, Roselle or equal:	
Use for drawing or coloring. Sheets are unruled and have a smooth finish.	Y
Recyclable.	Y
30 lb. basis.	Y
Size - 9" x 12"	Y
500 sheets/ream; 10 reams/case	Y
30 lb. basis.	Y
Size - 12" x 18"	Y
500 sheets/ream; 5 reams/case	Y
30 lb. basis.	Y
Size - 18" x 24"	Y
500 sheets/ream; 3 reams/case	Y

Lot 4F: Paper, Drawing, Tagboard Manila, APC or equal:	
Use for art and craft projects – multipurpose, same color on both sides.	Y
Recyclable.	Y
150 lb. basis, Heavyweight.	Y
Size - 18" x 24"	Y
100 sheets/package; 1 package/case	Y
150 lb. basis, Heavyweight.	Y
Size - 24" x 36"	Y
100 sheets/package; 1 package/case	Y

Description	Circle Y if same or explain the difference in the equipment/features offered in the space provided.
Lot 4G: Paper, Drawing, Railroad Board, School Smart by Pacon or equal:	
Use for construction, art projects, mats, mounting, block printing, painting, markers stenciling and posters.	Y
Same color on both sides with a smooth uniform finish.	Y
Recycled and Recyclable in all colors except White.	Y
Size - 22" x 28"	Y
6 ply 22 point.	Y
25 sheets/case	Y

Lot 4H: Paper, Tissue, Pacon or equal:	
Use for collages and art and craft activities.	Y
Assorted Colors.	Y
Size -12" x 18"	Y
100 sheets/pack; 12 packs/case	Y

BASIS OF AWARD

For **Part I**, the right is reserved to make an award by lot or by Grand Total and to make an award either in whole or in part, whichever is deemed in the best interest of the County. Furthermore, the County reserves the right to delete items prior to making an award. The award will be made to the lowest responsive and responsible bidder or bidders as applicable.

The packaging specified in the description is provided as a guide to bidders as to how a product is packaged. Bidders shall provide actual Packaged information in the description. **For purposes of establishing a resulting contract, bidders shall complete a per case price in the description field. This figure will not be used in determining the basis of award.**

The bidder shall bid unit prices based on a single unit, i.e., set, box, each, ream, gallon, case, etc. regardless of whether such package in the description differs from the unit of measure shown in the Estimated Quantity. Extended Total Amount should reflect the sum from the Estimated Quantity multiplied by the Unit Price, not how the item is packaged. For example, Item 1 comes packaged in a case. For bidding purposes, the County is requesting a price per 1, 8 color set.

The prices submitted in Part I shall be firm for the term of the contract.

Part II will be awarded on a percentage discount and will only be awarded to a bidder awarded any part of Part I. Any bidder submitting a bid on any group of Part I shall offer an across the board discount as required in Part II.

PRICING SCHEDULE

PART I – LOT 1: MISCELLANEOUS ART AND CRAFT SUPPLIES: Water Color Sets and Refills, Paints, Markers, Brushes, Chalk and Crayons

MANUFACTURER AND STOCK NUMBERS MUST BE LEGIBLE AND FILLED IN COMPLETELY. IF THE COMPANY HAS THEIR OWN STOCK NUMBERS DO NOT FILL IN ON THIS PAGE. SUBMIT COMPANY STOCK NUMBERS ON A SEPARATE SHEET OF PAPER.

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1A		Semi-moist Oval Pan Water Color Sets and Refills, Dixon Prang or equal:		
1.	504 sets	(6 sets/pack; 72 sets/case) 8 Color Set, #00800. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ per 1 - 8 color set	\$
2.	108 boxes	(6 ovals/box; 12 boxes/case) Refill, Red, #00801. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1A (cont'd.)		Semi-moist Oval Pan Water Color Sets and Refills, Dixon Prang or equal:		
3.	72 boxes	(6 ovals/box; 12 boxes/case) Refill, Orange, #00802. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
4.	108 boxes	(6 ovals/box; 12 boxes/case) Refill, Yellow, #00803. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
5.	84 boxes	(6 ovals/box; 12 boxes/case) Refill, Green, #00804. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
6.	108 boxes	(6 ovals/box; 12 boxes/case) Refill, Blue, #00805. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
7.	36 boxes	(6 ovals/box; 12 boxes/case) Refill, Brown, #00807. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
8.	72 boxes	(6 ovals/box; 12 boxes/case) Refill, Black, #00808. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1A (cont'd.)		Semi-moist Oval Pan Water Color Sets and Refills, Dixon Prang or equal:		
9.	72 boxes	(6 ovals/box; 12 boxes/case) Refill, Violet (Purple), #00806. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
SUB TOTAL LOT 1A – ITEMS 1 - 9				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1B		Finger Paints, Washable, 16 oz., Plastic Jar, Crayola® or equal:		
10.	48 each	(12/case) Black, #55-1316-051. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
11.	48 each	(12/case) Blue, #55-1316-042. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
12.	24 each	(12/case) Brown, #55-1316-007. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
13.	48 each	(12/case) Green, #55-1316-044. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1B (cont'd.)		Finger Paints, Washable, 16 oz., Plastic Jar, Crayola® or equal:		
14.	36 each	(12/case) Orange, #55-1316-036. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
15.	48 each	(12/case) Red, #55-1316-038. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
16.	48 each	(12/case) Yellow, #55-1316-034. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
17.	24 each	(12/case) Violet, #55-1316-040. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
SUB TOTAL LOT 1B ITEMS 10 - 17				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1C		Washable Paints, 16 oz., Plastic Squeeze Bottle, Crayola® or equal:		
18.	96 each	(12/case) Red, #54-2016-038. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1C (cont'd.)		Washable Paints, 16 oz., Plastic Squeeze Bottle, Crayola® or equal:		
19.	84 each	(12/case) Yellow, #54-2016-034. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
20.	72 each	(12/case) Blue, #54-2016-042. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
21.	84 each	(12/case) Green, #54-2016-044. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
22.	84 each	(12/case) Black, #54-2016-051. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
23.	96 each	(12/case) Brown, #54-2016-007. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
24.	72 each	(12/case) Violet (Purple), #54-2016-040. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1C (cont'd.)		Washable Paints, 16 oz., Plastic Squeeze Bottle, Crayola® or equal:		
25.	84 each	(12/case) Orange, #54-2016-036. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
26.	108 each	(12/case) White, #54-2016-053. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
27.	48 each	(12/case) Peach, #54-2016-033. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
SUB TOTAL LOT 1C ITEMS 18 - 27				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1D		Premier Tempera Paints, 16 oz., Plastic Squeeze Bottle, Crayola® or equal:		
28.	72 each	(12/case) Black, #54-1216-051. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
29.	84 each	(12/case) Blue, #54-1216-042. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1D (cont'd.)		Premier Tempera Paints, 16 oz., Plastic Squeeze Bottle, Crayola® or equal:		
30.	12 each	(12/case) Brown, #54-1216-007. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
31.	48 each	(12/case) Green, #54-1216-044. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
32.	24 each	(12/case) Orange, #54-1216-036. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
33.	12 each	(12/case) Peach, #54-1216-033. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
34.	48 each	(12/case) Red, #54-1216-038. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
35.	60 each	(12/case) White, #54-1216-053. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1D (cont'd.)		Premier Tempera Paints, 16 oz., Plastic Squeeze Bottle, Crayola® or equal:		
36.	72 each	(12/case) Yellow, #54-1216-034. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
37.	24 each	(12/case) Violet, #54-1216-040. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
SUB TOTAL LOT 1D ITEMS 28 - 37				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1E		Acrylic Paints, Crayola® or equal:		
38.	30 each	(6/case) Pearlescent Mixing Medium, 16 oz. bottle, #20-4016-100. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
39.	60 each	(6/case) Brilliant Yellow, 32 oz. bottle, #20-4032-830. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
40.	60 each	(6/case) Titanium White, 32 oz. bottle, #20-4032-432. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1E (cont'd.)		Acrylic Paints, Crayola® or equal:		
41.	60 each	(6/case) Ivory Black, 32 oz. bottle, #20-4032-244. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
42.	30 each	(6/case) Light Green, 32 oz. bottle, #20-4032-313. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
43.	30 each	(6/case) Phthalo Green, 32 oz. bottle, #20-4032-317. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
44.	30 each	(6/case) Deep Red, 32 oz. bottle, #20-4032-115. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
45.	60 each	(6/case) Brilliant Blue, 32oz. bottle, #20-4032-570. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
46.	30 each	(6/case) Phthalo Blue, 32 oz. bottle, #20-4032-316. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1E (cont'd.)		Acrylic Paints, Crayola® or equal:		
47.	30 each	(6/case) Brilliant Orange, 32 oz. bottle, #20-4032-720. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
48.	30 each	(6/case) Burnt Umber, 32 oz. bottle, #20-4032-128. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
49.	30 each	(6/case) Violet, 32 oz. bottle, #20-4032-186. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
SUB TOTAL LOT 1E ITEMS 38 - 49				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1F		Markers, Washable, Crayola® or equal:		
50.	600 boxes	(8/box; 24 boxes/case) Classic Colors, Wedge Tip, #58-7208. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
51.	240 boxes	(8/box; 24 boxes/case) Classic Colors, Conical Tip, #58-7808. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1F (cont'd.)		Markers, Washable, Crayola® or equal:		
52.	240 boxes	(8/box; 24 boxes/case) Bold Colors, Conical Tip, #58-7832. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
53.	240 boxes	(6/box; 24 boxes/case) Fluorescent Colors, Conical Tip, #58-7748. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
54.	50 packs	(8 colors x 24 each color = 192 pack; 1 pack/case) Conical Tip, pre-assorted in 6 plastic desktop bins for ease of dispensing, Class Pack, #58-8208. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
SUB TOTAL LOT 1F ITEMS 50 - 54				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1G		Brushes, Crayola® or equal:		
55.	310 each	Watercolor, Camel Hair only, Size 2, Wood Handle, #05-1121-002. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1G (cont'd.)		Brushes, Crayola® or equal:		
56.	320 each	Watercolor, Camel Hair only, Size 7, Wood Handle, #05-1121-007. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
57.	280 each	Watercolor, Camel Hair only, Size 12, Wood Handle, #05-1121-012. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
58.	130 each	Black Bristle Easel, ¾", Tempera Brush, Flat Head, Wood Handle, #05-0178-012. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
SUB TOTAL LOT 1G ITEMS 55 - 58				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1H		Chalk, Anti-Dust®, 12 sticks per box; 12 boxes (144 ea)/pack; 3 packs (432 ea)/case, Crayola® or equal:		
59.	90 boxes	Chalk, White, #50-1402. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1H (cont'd.)		Chalk, Anti-Dust®, 12 sticks per box; 12 boxes (144 ea)/pack; 3 packs (432 ea)/case, Crayola® or equal:		
60.	60 boxes	Chalk, Assorted Colors, #51-0816. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
SUB TOTAL LOT 1H ITEMS 59 - 60				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 1I		Crayons, Crayola® or equal:		
61.	2,304 boxes	(8/box; 288 boxes/case) Crayons, 8 colors per tuck box, #52-0008. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
62.	864 boxes	(24/box; 144 boxes/case) Crayons, 24 colors per tuck box, #52-0024. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /box	\$
SUB TOTAL LOT 1I – ITEMS 61 - 62				\$

PART I – LOT 2: MISCELLANEOUS ART AND CRAFT SUPPLIES: Glue

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 2		Glue, Elmers® Glue-All or equal:		
63.	1,440 each	(48/case) 4 oz., #E1322. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
64.	960 each	(24/case) 7 5/8 oz., #E1324. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /each	\$
65.	240 gallons	(2/case) Gallon, #E1326. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /gallon	\$
SUB TOTAL LOT 2 ITEMS 63 - 65				\$

PART I – LOT 3: MISCELLANEOUS ART AND CRAFT SUPPLIES: Tape

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 3		Tape, Masking, Scotch®, 3M Highland™ 2307 or equal:		
66.	2,520 rolls	(36/case) 1" x 60 yards, #70-0061-5952-2. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 3 (cont'd.)		Tape, Masking, Scotch®, 3M Highland™ 2307 or equal:		
67.	2,640 rolls	(24/case) 2" x 60 yards, #70-0061-5954-8. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
SUB TOTAL LOT 3 ITEMS 66 - 67				\$

PART I – LOT 4: ART PAPER

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4A		Paper, Kraft, Colored, 40 lb. Basis, 36" x 1000', 1 roll/case, Colored, APC or equal.		
68.	30 rolls	Purple, #4PR. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
69.	40 rolls	Orange, #4OR. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
70.	40 rolls	Scarlet, #4RD. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
71.	55 rolls	Canary, #4YL. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4A (cont'd.)		Paper, Kraft, Colored, 40 lb. Basis, 36" x 1000', 1 roll/case, Colored, APC or equal.		
72.	55 rolls	Emerald, #4GR. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
73.	40 rolls	White, #4WH. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
74.	25 rolls	Dark Blue, #4BL. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
75.	50 rolls	Sky Blue, #4LBL. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
76.	20 rolls	Black, #4BK. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
77.	25 rolls	Brown, #4BR. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4A (cont'd.)		Paper, Kraft, Colored, 40 lb. Basis, 36" x 1000', 1 roll/case, Colored, APC or equal.		
78.	15 rolls	Pink, #4PK. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /roll	\$
SUB TOTAL LOT 4A ITEMS 68 - 78				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B1		Paper, Construction, 76 lb. Basis, 9" x 12", 50 sheets/pack; 50 packs/case, Roselle or equal:		
79.	1,500 packs	Assorted, #00-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
80.	1,800 packs	Black, #25-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
81.	1,500 packs	Blue, #04-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
82.	1,500 packs	Sky Blue, #05-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B1 (cont'd.)		Paper, Construction, 76 lb. Basis, 9" x 12", 50 sheets/pack; 50 packs/case, Roselle or equal:		
83.	1,500 packs	Brown, #31-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
84.	800 packs	Gray, #07-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
85.	400 packs	Dark Green, #11-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
86.	2,000 packs	Holiday Green, #78-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
87.	1,500 packs	Orange, #15-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
88.	1,400 packs	Pink, #18-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B1 (cont'd.)		Paper, Construction, 76 lb. Basis, 9" x 12", 50 sheets/pack; 50 packs/case, Roselle or equal:		
89.	2,500 packs	Holiday Red, #88-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
90.	900 packs	Lilac, #42-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
91.	2,500 packs	White, #01FS-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
92.	2,000 packs	Yellow, #14-912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B2		Paper, Construction, 76 lb. Basis, 9" x 12", 50 sheets/pack; 50 packs/case, Roselle or equal:		
93.	800 packs	Assorted, #00-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B2 (cont'd.)		Paper, Construction, 76 lb. Basis, 9" x 12", 50 sheets/pack; 50 packs/case, Roselle or equal:		
94.	1,600 packs	Black, #25-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
95.	1,200 packs	Blue, #04-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
96.	750 packs	Dark Blue, #36-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
97.	1,200 packs	Brown, #31-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
98.	800 packs	Gray, #07-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
99.	1,800 packs	Holiday Green, #78-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$.

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B2 (cont'd.)		Paper, Construction, 76 lb. Basis, 9" x 12", 50 sheets/pack; 50 packs/case, Roselle or equal:		
100.	1,200 packs	Orange, #15-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
101.	1,200 packs	Pink, #18-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
102.	1,500 packs	Scarlet, #28-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
103.	800 packs	Lilac, #42-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
104.	2,000 packs	White, #01FS-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
105.	1,800 packs	Yellow, #14-1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B3		Paper, Construction, 80 lb. Basis, 18" x 24", 50 sheets/pack; 15 packs/case, Roselle or equal:		
106.	300 packs	Assorted, #00-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
107.	300 packs	Black, #25-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
108.	255 packs	Blue, 04-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	/pack	\$
109.	300 packs	Sky Blue, #05-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
110.	255 packs	Brown, #31-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
111.	150 packs	Gray, #07-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B3 (cont'd.)		Paper, Construction, 80 lb. Basis, 18" x 24", 50 sheets/pack; 15 packs/case, Roselle or equal:		
112.	90 packs	Light Green, #56-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
113.	255 packs	Holiday Green, #78-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
114.	150 packs	Orange, #15-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
115.	150 packs	Pink, #18-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
116.	300 packs	Holiday Red, #88-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
117.	150 packs	Violet, 03-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4B3 (cont'd.)		Paper, Construction, 80 lb. Basis, 18" x 24", 50 sheets/pack; 15 packs/case, Roselle or equal:		
118.	90 packs	Lilac, #42-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
119.	495 packs	White, #01FS-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
120.	375 packs	Yellow, #14-1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
SUB TOTAL LOT 4B1 through 4B3 ITEMS 79 - 120				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4C		Paper, Drawing, Manila, APC or equal:		
121.	408 reams	(500 sheets/ream; 8 reams/case) 9" x 12", GW, 50 lb. Standard Weight, #509M. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
122.	300 reams	(500 sheets/ream; 4 reams/case) 12" x 18", GW, 50 lb. Standard Weight, #512M. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4C (cont'd.)		Paper, Drawing, Manila, APC or equal:		
123.	45 reams	(500 sheets/ream; 1 ream/case) 18" x 24", GW, 50 lb. Standard Weight, #518M. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
SUB TOTAL LOT 4C ITEMS 121 - 123				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4D		Papers, Drawing, Sulphite, APC or equal:		
124.	492 reams	(500 sheets/ream; 8 reams/case) 9" x 12", Bright White, 70 lb. Premium Weight, #709W. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
125.	414 reams	(500 sheets/ream; 4 reams/case) 12" x 18" Bright White, 70 lb. Premium Weight, #712W. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
126.	75 reams	(500 sheets/ream; 1 ream/case) 18" x 24" Bright White, 70 lb. Premium Weight, #718W. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
SUB TOTAL LOT 4D ITEMS 124 - 126				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4E		Papers, Drawing, Newsprint, Roselle or equal:		
127.	190 reams	(500 sheets/ream; 10 reams/case) 9" x 12" White, 30 lb., #WNP 912. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
128.	160 reams	(500 sheets/carton; 5 reams/case) 12" x 18" White, 30 lb., #WNP 1218. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
129.	90 reams	(500 sheets/ream; 3 reams/case) 18" x 24" White, 30 lb., #WNP 1824. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /ream	\$
SUB TOTAL LOT 4E ITEMS 127 - 129				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4F		Papers, Drawing, Tagboard Manila, 150 lb. Heavyweight, APC or equal:		
130.	115 packs	(100/pack; 1 pack/case) 18" x 24", #1518MC. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4F (cont'd.)		Papers, Drawing, Tagboard Manila, 150 lb. Heavyweight, APC or equal:		
131.	30 packs	(100/pack; 1 pack/case) 24" x 36", #1524MC. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
SUB TOTAL Lot 4F ITEMS 130 - 131				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4G		Paper, Drawing, Railroad Board, 6 ply, School Smart by Pacon or equal:		
132.	320 cases	(25 sheets/case) White, 22" x 28", #085407. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
133.	45 cases	(25 sheets/case) Black, 22" x 28", #085406. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
134.	5 cases	(25 sheets/case) Blue, 22" x 28", #085415. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
135.	5 cases	(25 sheets/case) Canary, 22"x 28", #085404. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4G (cont'd.)		Paper, Drawing, Railroad Board, 6 ply, School Smart by Pacon or equal:		
136.	5 cases	(25 sheets/case) Light Green, 22" x 28", #085409. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
137.	5 cases	(25 sheets/case) Holiday Green, 22" x 28", #406415. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
138.	5 cases	(25 sheets/case) Orange, 22" x 28", #085410. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
139.	5 cases	(25 sheets/case) Red, 22" x 28", #085408. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
140.	5 cases	(25 sheets/case) Blue, 22" x 28", #085403. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /case	\$
SUB TOTAL LOT 4G ITEMS 132 - 140				\$

Item No.	Estimated Quantity	Description	Unit Price	Total Amount
Lot 4H		Paper, Tissue, Pacon® or equal:		
141.	216 packs	(100 sheets/pack; 12 packs/case) Tissue, Assorted Colors, 12" x 18", #59530. Manufacturer _____ Stock # _____ Packaged _____ Per Case \$ _____	\$ /pack	\$
SUB TOTAL LOT 4H ITEM 141				\$
GRAND TOTAL OF ALL LOTS				\$

Minimum Dollar Order required by Manufacturer:

- Manufacturer _____ Minimum Dollar Order: _____
- Manufacturer _____ Minimum Dollar Order: _____
- Manufacturer _____ Minimum Dollar Order: _____
- Manufacturer _____ Minimum Dollar Order: _____

All prices in Part 1 shall be FOB Destination, freight, delivery costs and incidental charges shall be included in the price(s).

PART II – MISCELLANEOUS ART AND CRAFT SUPPLY ITEMS

Furnish miscellaneous art and craft supply items through a percentage discount of pricing in the bidder's current Art and Craft supply catalog or Price List for the initial term of date of award through May 31, 2012.

Art and Craft Supply Catalog: Number _____ and/or Date _____

Or

Price List Attached – Date _____

Discount _____ Percent (_____ %)

Exceptions to the above mentioned discount:

Description _____ Discount % _____

Description _____ Discount % _____

SHIPPING/DELIVERY – PART II ONLY-NOT TO BE A FACTOR IN AWARD DECISION

All orders placed under Part II shall be FOB Destination, prepay and add freight to the invoice.

Minimum Order Dollar Threshold for Delivered Price for Part II: _____

Shipping may only be billed at actual invoice cost. A copy of the freight bill must be attached to the invoice submitted by the contractor.

SHIPPING EXCEPTIONS:

ADDENDA

Bidder hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Invitation for Bid:

Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

CONFIRMATION OF SUBMITTAL REQUIREMENTS

_____ Yes _____ No Bidder has included copies of complete and detailed descriptive literature, catalog cuts and specifications with the bid to enable the County to determine if the products offered meet the requirements of the solicitation.

_____ Yes _____ No Bidder's Data Sheet (Page 55)

CONTACT INFORMATION

Furnish the name of a contact person, e-mail address, telephone and fax number for placing orders:

Name _____

E-mail _____

Phone _____ Fax _____

RETURN POLICY

WARRANTY PROVISION

BIDDER'S DATA SHEET
TO BE COMPLETED AND SUBMITTED WITH BID

QUALIFICATIONS: Bidders shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of goods required for this contract.

_____ years _____ months

Provide a list of three (3) customers to whom the bidder has sold the products and can substantiate past work performance and experience in the type of service required for the contract bid during the past three (3) years.

Company Name, Address, Phone Number and Contact Person's Name and Email Address:

1.
2.
3.

TERMS AND SIGNATURE SHEET

All bids shall be signed on the Terms and Signature Sheet in order to be considered.

If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County. Our terms are _____

In compliance with this Invitation for Bid #11-0192 and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature below certifies:

- I agree to abide by all conditions of this Bid and that I am authorized to sign this Bid.
- the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under, Chapter 12, Title 18.2, 498.4 of the *Code of Virginia*, 1950, as amended. Furthermore, I understand that fraudulent and collusive bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Anti-Trust Act, and Federal Law and can result in fines, prison sentences, and civil damage awards.
- the accompanying bid is in compliance with the *State and Local Government Conflict of Interests Act* 2.2-3100, supplemented by Article 6, 2.2-4367-69 of the *Code of Virginia*. Specifically, no county employee, county employee's partner, or any member of the county employee's immediate family holds a position with the bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent.

Complete Legal Name of Firm: _____

Order From Address: _____

Remit To Address: _____

Signature: _____ **Email:** _____

Name (type/print): _____ **Title:** _____

Fed ID No.: _____ **Phone:** (____) _____ **Fax:** (____) _____

We hereby provide the following information to Chesterfield County regarding our business. We understand that it is provided for statistical purposes only and all firms submitting bids will receive equal consideration.

Minority-Owned Business: Yes _____ No _____

Women-Owned Business: Yes _____ No _____

Chesterfield Business: Yes _____ No _____

Elementary Schools		
Bellwood 9536 Dawnshire Road Richmond, VA 23237	Evergreen 1701 Evergreen East Parkway Midlothian, VA 23113	Reams Road 10141 Reams Road Richmond, VA 23236
Bensley 6600 Strathmore Road Richmond, VA 23237	Falling Creek 4800 Hopkins Road Richmond, VA 23234	Robious 2801 Robious Crossing Drive Midlothian, VA 23113
Beulah 4216 Beulah Road Richmond, VA 23237	Gates 10001 Courthouse Road Chesterfield, VA 23832	Salem Church 9600 Salem Church Road Richmond, VA 23237
Bon Air 8701 Polk Street Bon Air, VA 23235	Gordon 11701 Gordon Road Richmond, VA 23236	Elizabeth Scott 813 Beginners Trail Loop Chester, VA 23836
Chalkley 3301 Turner Road Chesterfield, VA 23832	Grange Hall 19301 Hull Street Road Moseley, VA 23120	Alberta Smith 13200 Bailey Bridge Road Midlothian, VA 23112
Clover Hill 5700 Woodlake Village Parkway Midlothian, VA 23112	Greenfield 10751 Savoy Road Richmond, VA 23235	Spring Run 13901 Spring Run Road Midlothian, VA 23112
Crenshaw 11901 Bailey Bridge Road Midlothian, VA 23112	Harrowgate 15501 Harrowgate Road Chester, VA 23831	Swift Creek 13800 Genito Road Midlothian, VA 23112
Crestwood 7600 Whittington Drive Richmond, VA 23225	Hening 5230 Chicora Drive Richmond, VA 23234	Watkins 501 Coalfield Road Midlothian, VA 23114
Curtis 3600 W. Hundred Road Chester, VA 23831	Hopkins 6000 Hopkins Road Richmond, VA 23234	Weaver 3600 James River Road Midlothian, VA 23113
Davis 415 S. Providence Road Richmond, VA 23236	Jacobs Road 8800 Jacobs Road Chesterfield, VA 23832	Wells 13101 S. Chester Road Chester, VA 23831
Ecoff 5200 Ecoff Avenue Chester, VA 23831	Marguerite Christian 14801 Woods Edge Road Colonial Heights, VA 23834	Winterpock 9000 Elementary Way Loop Chesterfield, VA 23832
Enon Elementary 2001 E. Hundred Road Chester, VA 23836	Matoaca 6627 River Road Petersburg, VA 23803	Woolridge 5401 Timber Bluff Parkway Midlothian, VA 23112
Ettrick 20910 Chesterfield Avenue Ettrick, VA 23803	Providence 11001 W. Providence Road Richmond, VA 23236	

Middle Schools		
Bailey Bridge 12501 Bailey Bridge Road Midlothian, VA 23112	Manchester 7401 Hull St. Road Richmond, VA 23235	Robious 2701 Robious Crossing Drive Midlothian, VA 23113
Carver 3800 Cougar Trail Chester, VA 23831	Matoaca 20300 Halloway Avenue Petersburg, VA 23803	Salem Church 9700 Salem Church Road Richmond, VA 23237
Elizabeth Davis 601 Corvus Court Chester, VA 23836	Midlothian 13501 Midlothian Turnpike Midlothian, VA 23113	Swift Creek 3700 Old Hundred Road Midlothian, VA 23112
Falling Creek 4724 Hopkins Road Richmond, VA 23234	Providence 900 Starlight Lane Richmond, VA 23235	Tomahawk 1600 Learning Place Loop Midlothian, VA 23114
High Schools		
L.C. Bird 10301 Courthouse Road Chesterfield, VA 23832	James River 3700 James River Road Midlothian, VA 23113	Midlothian 401 Charter Colony Drive Midlothian, VA 23114
Chesterfield Community 12400 Branders Bridge Road Chester, VA 23831	Manchester 12601 Bailey Bridge Road Midlothian, VA 23112	Monacan 11501 Smoketree Drive Richmond, VA 23236
Clover Hill 13301 Kelly Green Lane Midlothian, VA 23112	Matoaca 17700 Longhouse Lane Chesterfield, VA 23838	Thomas Dale 3626 W. Hundred Road Chester, VA 23831
Cosby 14300 Fox Club Parkway Midlothian, VA 23112	Meadowbrook 4901 Cogbill Road Richmond, VA 23234	Technical Center 10101 Courthouse Road Chesterfield, VA 23832
Other Facilities		
Fulghum Center 4003 Cogbill Road Richmond, VA 23234	School Board Facilities Services 9800 Krause Road Chesterfield, VA 23832	School Board – IDC 600 Southlake Boulevard Richmond, VA 23236